



**FORM ED-101 for
CERTIFICATE FOR INSTRUCTOR APPROVAL APPLICATION for
ORIGINAL APPROVAL, RENEWAL, OR CHANGES TO APPROVED CATEGORIES**

A real estate instructor ("Applicant" or "Instructor") applying for original approval, renewal or for additional category/subject area approval as an Arizona Department of Real Estate (ADRE) approved instructor must submit a completed ED-101, with any supporting documentation to substantiate qualifications for approval. For original or renewal, submit the [Disciplinary Actions Disclosure \(LI-214/244 form\)](#) and Proof of Legal Presence. (Forms available at www.azre.gov) The authorized administrator or owner of the primary sponsoring real estate school for the applicant MUST sign the completed ED-101 on original and renewal applications. The primary sponsor school must receive approval from the ADRE before an instructor may teach an Arizona real estate course for credit, and may request to add specific courses to teach by submitting a complete [Expedited Instructor Approval form \(ED-103\)](#).

A current ADRE instructor may teach for a secondary sponsor school, when approved by the ADRE for the category(ies) to be taught by submitting a complete Expedited Instructor Approval form (ED-103) and the instructor has received ADRE approval.

APPLICATION TYPE:

☐

ORIGINAL

☐

RENEWAL

☐

CHANGE TYPE:

☐

New Primary Sponsor School

☐

Initial Qualifications (SECTION 1)

☐

Add Pre-license Subject Area (SECTION 2)

☐

Add Instructor IDW (SECTION 3)

☐

Add Continuing Education Category (SECTION 4)

☐

Add Specific Special Subject Area (SECTION 5)

☐

Remove Category/Subject Area listed below:

INSTRUCTOR INFORMATION

Legal Name of Applicant:	Date:
Residence Address:	City, State, Zip:
Mailing Address:	City, State, Zip:
Telephone:	Email:
Real Estate License No.:	Exp Date:
Real Estate Instructor No.:	Approval Exp Date:

SPONSORING SCHOOL INFORMATION:

<input type="checkbox"/> PRIMARY SCHOOL (for Original Renewal/Changes)	OR	<input type="checkbox"/> SECONDARY SCHOOL (for Changes)
School's Legal or DBA Name:		
ADRE School Approval Number:		Approval Exp. Date:

Questions regarding this communication can be sent to Chandni Bhakta, ADRE Ombudsman, at 602-771-7766 or online through the ADRE Message Center.

SECTION 1 - REAL ESTATE COURSE INSTRUCTOR QUALIFIER

Basis for applicant's qualifications as an ADRE approved real estate instructor shall include at least ONE of the qualifications from:

- SECTION 1A [A.A.C. R4-28-404 \(C\)](#); AND
- SECTION 1B for all original and renewal applicants, unless exempt
- SECTION 1C, as applicable

SECTION 1A:

(Note: SECTION 1A is not required for currently approved instructors unless filing a change to qualifications as initially stated in original application, pursuant to [A.A.C. R4-28-404\(H\)\(1\)](#).)

<input type="checkbox"/> 1.	Bachelor's or advanced degree in an area traditionally associated with real estate, such as business, law, economics, marketing, and finance. A.A.C. R4-28-404(C)(1)
OR	Degree in: _____ From: _____ In: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Type of Degree Name of University Year </div>
<input type="checkbox"/> 2.	Award of a generally-recognized professional real estate designation AND , two (2) years of postsecondary education from an accredited institution. A.A.C. R4-28-404(C)(2) <div style="margin-left: 20px;"> <input type="checkbox"/> (A) Active Designation Check ALL that apply: <div style="display: flex; justify-content: space-between; font-size: small;"> <input type="checkbox"/> Other: _____ Designation Conferring organization Date In good Standing </div> <input type="checkbox"/> Certified Commercial Investment Member (CCIM) <input type="checkbox"/> Graduate of Realtor Institute (GRI) <input type="checkbox"/> Certified Residential Specialist (CRS) <input type="checkbox"/> Independent Fee Appraiser <input type="checkbox"/> Member of the Appraisal Institute <div style="text-align: center; margin: 10px 0;">AND</div> <input type="checkbox"/> (B) Two (2) Years Postsecondary Education Accredited Postsecondary Institution: _____ City: _____ State: _____ Date of attendance: _____ Certificate No.: _____ <div style="text-align: right; font-size: small;">(Required)</div> </div>
OR	
<input type="checkbox"/> 3.	Experience in real estate AND , a Bachelor's Degree (or higher) in education with a Valid Teaching Certificate issued within the preceding 15 years. (Attach Certificates) A.A.C. R4-28-404(C)(3)
OR	<div style="margin-left: 20px;"> <input type="checkbox"/> (A) Detailed résumé substantiating real estate experience <input type="checkbox"/> (B) Bachelor's Degree (or higher) earned in education: Degree in _____ From: _____ In: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Type of Degree Name of University Year </div> <input type="checkbox"/> (C) Valid Teaching Certificate: From: _____ State: _____ Cert. No.: _____ Type/Level of Teaching Certificate: _____ Date Awarded: _____ </div>

SECTION 1A - Continued

<input type="checkbox"/> 4.	Active Arizona Real Estate Salesperson's license or Arizona Real Estate Broker's license AND , Employee or former employee of a regulatory agency. A.A.C. R4-28-404(C)(4)
OR	<div><input type="checkbox"/> (A) Salesperson OR Broker <input type="checkbox"/> Salesperson License No.: _____ <input type="checkbox"/> Broker License No.: _____ AND <input type="checkbox"/> (B) Employee or former employee of a regulatory agency. Name of a Regulatory Agency where employed (current or past): _____ City/State: _____ Position(s) Held: _____ Starting/Ending Date: _____</div>
<input type="checkbox"/> 5.	Distinguished Real Estate Instructor (DREI) designation by the Real Estate Educators Association, with credentials in the specific subject category and topic. A.A.C. R4-28-404(C)(5)
OR	<div><input type="checkbox"/> (A) Date DREI awarded: _____ In good standing? <input type="checkbox"/> Yes <input type="checkbox"/> No Subject Category and Topic: _____ AND <input type="checkbox"/> (B) Detailed résumé attached or transcript to demonstrate the credentials in the subject category.</div>
<input type="checkbox"/> 6.	At least three (3) years of real estate OR specific experience in the subject category and topic. A.A.C. R4-28-404(C)(6)
OR	<input type="checkbox"/> Detailed résumé attached supports real estate experience or specific subject category experience per requirements.
<input type="checkbox"/> 7.	Other education OR experience determined by the Commissioner to qualify as an instructor. Attach specific written justification and supporting documentation for consideration. A.A.C. R4-28-404(C)(7)
	<input type="checkbox"/> Specific written justification and supporting documentation attached for consideration?

SECTION 1B

<input type="checkbox"/> 8.	Applicants must provide a certificate proving attendance at a seminar or workshop of at least three (3) hours approved by the ADRE, emphasizing instruction methods, techniques and skills within the previous twenty-four (24) months. (Attach Certificates) A.R.S. §32-2135(L) *Panelists, guest speakers, attorneys, and out-of-state instructors are not considered instructor applicants pursuant to A.R.S. §32-2135(L) .
	<div><input type="checkbox"/> Yes - ADRE Course No.: _____ Completion Date: _____ <input type="checkbox"/> No - Please explain: _____ <input type="checkbox"/> Certificate(s) Attached.</div>

SECTION 2 - 90 HOUR PRE-LICENSE CATEGORY AND SUBJECT AREA QUALIFIERS

[A.R.S. §32-2124\(B\)&\(C\), R4-28-401, and S.P.S. 2022.01](#)

In order to teach either broker or salesperson pre-licensing, original and renewal applicants must possess education and experience demonstrating competence in the category(ies) and subject area(s) for which they are applying. Below, indicate the categories or subject areas in which the qualification criteria has been met, can be substantiated and for which the applicant is applying. You must attach a résumé and it must show specific experience and expertise proving knowledge of the specific categories or subject areas. **Attach copies of all relevant course completion certificate(s).**

PRE-LICENSE BROKER COURSE	PRE-LICENSE SALESPERSON COURSE	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> (A) Active Arizona Real Estate Broker License, in good standing to be considered for approval to teach any Pre-license Education. Arizona License No.: _____		
<input type="checkbox"/> (B) Attendance at a minimum of two 3-hour ADRE approved continuing education courses (live classroom or distance learning) in the following categories and subjects within the 48 months prior to application or renewal:		
Category/Subject:	ADRE Course No. & Date	ADRE Course No. & Date
Agency Law	Course: _____ Date: _____	Course: _____ Date: _____
Contract Law	Course: _____ Date: _____	Course: _____ Date: _____
Commissioner's Standards	Course: _____ Date: _____	Course: _____ Date: _____
Real Estate Legal Issues	Course: _____ Date: _____	Course: _____ Date: _____
Fair Housing	Course: _____ Date: _____	Course: _____ Date: _____
Disclosure	Course: _____ Date: _____	Course: _____ Date: _____
General Real Estate	Course: _____ Date: _____	Course: _____ Date: _____
Broker Management Clinic #1	Course: _____ Date: _____	Course: _____ Date: _____
Broker Management Clinic #2	Course: _____ Date: _____	Course: _____ Date: _____
Broker Management Clinic #3	Course: _____ Date: _____	Course: _____ Date: _____
IDW INSTRUCTOR QUALIFICATION REQUIREMENTS FOR INSTRUCTOR TRAINING:		
<input type="checkbox"/> If teaching Pre-Licensing , attendance at an ADRE approved Instructor Development Workshop (IDW), specific to Broker Pre-Licensing content or Salesperson Pre-licensing content, whichever the instructor intends to teach. Completion must be after January 2019. (Attach Certificates)		
Course Number(s): _____ Date(s): _____		

SECTION 3 - SKILLS INSTRUCTOR DEVELOPMENT WORKSHOP (IDW) QUALIFIER

[A.R.S. § 32-2135\(L\)](#)

To teach a Skills IDW, an applicant must prove attendance at ADRE-approved IDW courses totaling at least **6 hours within the 24 months** immediately preceding the date of application. The courses must emphasize the instruction methods, techniques, and skills required to instruct IDW courses. **(Attach Certificates)**

Course Number: _____ Date: _____
Course Number: _____ Date: _____

☐ Attachment - submit supporting written explanation and documentation, as applicable, to demonstrate qualification as it applies.

SECTION 4 - CONTINUING EDUCATION CATEGORY QUALIFIERS

A.A.C. R4-28-402 (A)(5)(a-h)

In Column A, check appropriate box(es) to add or renew the desired category (in gray). By marking the category and indicating subject areas, the applicant is attesting that they possess the required professional experience/expertise.

In Column B, list the course information below to verify attendance at a minimum of two separate 3-hour ADRE approved courses within the selected category (in Column A) within the 48 months prior to application or renewal.

Important for Instructor Renewals: If the applicant is currently approved and only renewing, only select those specific categories below and complete part (B) and only in the specific category and subject areas for renewal. **Attach copies of all relevant course completion certificate(s).**

(A) CATEGORY			(B) CONTINUING INSTRUCTOR EDUCATION COURSE INFORMATION
<input type="checkbox"/> AGENCY LAW - Subject area of expertise includes:			ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Agency Relationships	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Agency Disclosures	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Additional or advanced training on Agency topics within two years preceding application or have two years of work experience that led to having expanded knowledge regarding Agency	
<input type="checkbox"/> Explain Advanced Agency Training/Work Experience relating to Agency: _____ Date: _____			
<input type="checkbox"/> CONTRACT LAW - Subject area of expertise includes:			ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Various contract forms and clauses, fundamentals, updates, options, offers, counter-offers, first right of refusal, and exchanges	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Contract Writing - Actual Participation	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Required disclosures, problem-solving, and law and rule requirements	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Recent court decisions and case law studies	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Breach of contract issues	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Legal, ethical, and agency considerations, procedures, and disclosures	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Accommodating current financing procedures, requirements, and options	
<input type="checkbox"/> COMMISSIONER'S STANDARDS - Subject area includes experience/expertise as it relates to license laws			ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Article 26 of the Arizona Constitution	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	A.R.S. Title 32, Chapter 20, and A.A.C. Title 4, Chapter 28, which includes trust accounts, recordkeeping, license requirements, exemptions to licensure, commission payments, recovery fund provisions, development requirements, processes for public reports for and sale of subdivided and un-subdivided land, membership campgrounds and time-shares, cemetery regulations, and grounds for disciplinary actions and hearings	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Additional or advanced training on Agency topics within two years preceding application or have two years of work experience that led to having expanded knowledge regarding Agency	

SECTION 4 - Continued

(A) CATEGORY			(B) CONTINUING INSTRUCTOR EDUCATION COURSE INFORMATION
<input type="checkbox"/> REAL ESTATE LEGAL ISSUES - Subject area includes experience / expertise in existing real estate law			ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sources of real estate law (constitutions, statutes, zoning, common), and the legal system	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Land and its elements (air, mineral rights, real and personal property)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Land, title, and interests in land, homestead, encumbrances, and the Landlord and Tenant Act	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Easements, fixtures, land descriptions, ownership, deeds, and building restrictions	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Escrow procedures, financing documents, and lending laws and regulations, including Regulation Z	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Case law studies, real estate fraud, disclosure law, interstate and international real estate	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Commission issues and forms of business ownership	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Homeowners Association regulations	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Real Estate Settlement Procedures Act (RESPA)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Environmental Issues	
<input type="checkbox"/> FAIR HOUSING - Subject area includes experience/expertise in equal opportunities in housing			ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Americans with Disabilities Act, ADA architectural designs (construction and development) and pertinent court cases	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Arizona and federal fair housing laws, including advertising, marketing, information, and enforcement	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Housing developments	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Deed restrictions	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Affordable housing	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Elder housing	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Zoning, local ordinances, and disclosures	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Commercial and residential concerns	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Administrative procedures and business practices	

SECTION 4 - Continued

(A) CATEGORY			(B) CONTINUING INSTRUCTOR EDUCATION COURSE INFORMATION
<input type="checkbox"/> DISCLOSURE - Subject area includes experience / expertise in disclosure			ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Licensee's disclosure obligations to client and others	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Seller's and buyer's disclosure obligations to each other	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Common material facts warranting disclosure, and liability for failure to disclose	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Avoiding inadvertent non-disclosures	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Transaction documents that should be reviewed	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Common "red flags" in a real estate transaction	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Homeowner associations and buyers' obligations to homeowner associations; and	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Advising buyers and sellers of common "red flags"	
<input type="checkbox"/> GENERAL REAL ESTATE - Subject area includes experience/expertise in real estate			ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Appraisal methodology	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	General finance, use of financial calculators, mathematics, and managing cash flow	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	History of development in metropolitan areas; and	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Introduction to property management	

SECTION 5 - SPECIAL SPECIFIC SUBJECT AREA COURSE CATEGORY QUALIFIER

The following qualification must be met, in addition to qualifying as an ADRE approved instructor per requirements in SECTIONS (1) and (4).

SECTION 5A

(1) CATEGORY	(2) REQUIRED LICENSURE	(3) CONTINUING INSTRUCTOR EDUCATION	
<p>Check appropriate box(es) below to add or renew the desired category (in gray) and to attest to the specific category subject areas that represent the applicant's professional experience/expertise.</p> <p>Important: For Instructor renewal in currently approved categories or subject areas, only select category (in gray) below and complete part (2) and (3) as it pertains to the category or subject area for renewal.</p>	<p>Active Arizona Broker License No.: _____</p> <p>(Required to deliver BMC & Contract Writing)</p>	<p>List course information below to verify attendance at at least four separate 3-hour ADRE approved courses in contract law for Contract Writing subject area within 48 months prior to application/renewal (no more than 6 of the hours may be distance learning); OR attendance at a minimum of two three-hour in classroom ADRE approved courses in selected Broker Management Clinic courses within the past 48 months prior to application /renewal:</p>	
<input type="checkbox"/> PRE LICENSE 6 HOUR CONTRACT WRITING - A.R.S. - § 32-2124 (L) Subject area experience/expertise must include:		<div style="margin-bottom: 20px;">ADRE Course No.: _____ Date: _____</div> <div style="text-align: center; margin-bottom: 20px;">AND</div> <div style="margin-bottom: 20px;">ADRE Course No.: _____ Date: _____</div> <div style="text-align: center; margin-bottom: 20px;">AND</div> <div style="margin-bottom: 20px;">ADRE Course No.: _____ Date: _____</div> <div style="text-align: center; margin-bottom: 20px;">AND</div> <div>ADRE Course No.: _____ Date: _____</div>	
<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> CONTRACT LAW Subject area experience/expertise must include: </div>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Actual participation in drafting contracts to purchase real property
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Listing agreements
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Lease agreements
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Various contract forms and clauses, fundamentals, updates, options, offers, counter offers, first right of refusal, and exchanges
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Student participation in Contract writing
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Required disclosures, problem-solving, and law and rule requirements
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Breach of contract issues
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Legal, ethical and agency considerations, procedures, and disclosures
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Accommodating current financing procedures, requirements, and options
<input type="checkbox"/> REAL ESTATE LEGAL ISSUES Subject area experience/expertise must include:			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Sources of real estate law (constitutions, statutes, zoning, common), and the legal system
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Land and its elements (air, mineral rights, real and personal property)
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Land, title, and interests in land, homestead, encumbrances
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Landlord and Tenant Act
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Easements, fixtures, land descriptions, ownership, deeds, and building restrictions
<input type="checkbox"/> Yes	<input type="checkbox"/> No		Escrow procedures, financing documents, and lending laws and regulations, including Regulation Z

SECTION 5A - Continued

(1) CATEGORY			(3) CONTINUING INSTRUCTOR EDUCATION
<input type="checkbox"/>	Yes	<input type="checkbox"/> No	Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law
<input type="checkbox"/>	Yes	<input type="checkbox"/> No	Case law studies, real estate fraud, disclosure law, interstate and international real estate
<input type="checkbox"/>	Yes	<input type="checkbox"/> No	Commission issues and forms of business ownership
<input type="checkbox"/>	Yes	<input type="checkbox"/> No	Homeowners Association regulations
<input type="checkbox"/>	Yes	<input type="checkbox"/> No	Real Estate Settlement Procedures Act (RESPA)
<input type="checkbox"/>	Yes	<input type="checkbox"/> No	Environmental issues
<input type="checkbox"/>	Yes	<input type="checkbox"/> No	Property Management
			(Continued from Page 8)

SECTION 5B

(1) CATEGORY	(3) CONTINUING INSTRUCTOR EDUCATION
<input type="checkbox"/> Broker Management Clinic #1 (BMC #1) - STATUTES AND RULES - A.R.S. § 32-2136 (A) Subject area experience/expertise must include:	
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div>Does the applicant attest that they have demonstrated the subject matter experience/expertise in EACH of the categories listed below?</div> </div>	
• Record keeping requirements	
• Trust fund accounts	
• Advertising and promotions	
• Employment agreements	
• Contracts	
• Fiduciary duties	
• Material disclosures	
• Department investigations	
• Department audits	
	ADRE Course No.: _____ Date: _____ <p style="text-align: center;">AND</p> ADRE Course No.: _____ Date: _____
<input type="checkbox"/> Broker Management Clinic #2 (BMC #2) - BROKER POLICIES - A.R.S. § 32-2136 (A) Subject area experience/expertise must include:	
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div>Does the applicant attest that they have demonstrated the subject matter experience/expertise in EACH of the categories listed below?</div> </div>	
• Broker policy development	
• Establishment of broker policies (A.A.C. R4-28-1103)	
• Practical application enforcing policies	
• Emphasis on those policies which ADRE has identified as common complaints/violations to avoid	
	ADRE Course No.: _____ Date: _____ <p style="text-align: center;">AND</p> ADRE Course No.: _____ Date: _____
<input type="checkbox"/> Broker Management Clinic #3 (BMC #3) - SUPERVISION - A.R.S. § 32-2136 (A) Subject area experience/expertise must include:	
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div>Does the applicant attest that they have demonstrated the subject matter experience/expertise in EACH of the categories listed below?</div> </div>	
• Broker risk management	
• Broker supervision	
• Broker Responsibilities/legal obligations	
	ADRE Course No.: _____ Date: _____ <p style="text-align: center;">AND</p> ADRE Course No.: _____ Date: _____

SECTION 6 - ADDITIONAL REQUIRED DOCUMENTS AND ATTESTATIONS

Attach additional required documents.

<input type="checkbox"/> PROFESSIONAL EXPERIENCE/EXPERTISE (Note: Not required for renewal applications, unless applying for an additional category or subject area) <input type="checkbox"/> Attachment - Résumé attached must support qualifying experience and expertise for specific categories and subject areas being added.
<input type="checkbox"/> DISCIPLINARY ACTION DISCLOSURE (LI-214/244) (Note: Required for all new, original and renewal applications) <input type="checkbox"/> Attachment - Disciplinary Actions Disclosure (LI-214/244 Form) must be completed, signed and attached. If answering “yes” on LI-214/244 form, supporting documents listed in the Disclosure Document Checklist (LI-400 Form) must be provided. Forms available at www.azre.gov .
<input type="checkbox"/> PROOF OF LEGAL PRESENCE AS REQUIRED BY A.R.S. 41-1080

INSTRUCTOR/APPLICANT ATTESTATION

By signing, I attest that:

1. I have reviewed the statutory and rule requirements for a Real Estate Instructor: [A.R.S. Title 32, Chapter 20](#), and [A.A.C. Title 4, Chapter 28](#).
2. I will provide written notice to the Department within 10 days of any change in my application information or qualifications as required under [A.A.C. R4-28-404 and R4-28-301](#).
3. I will abide by the provisions of the Real Estate Law and certify that at the time of the issuance of license I will be 18 years of age or older.
4. I will administer/distribute on behalf of school/administrator (as authorized), real estate credit only to students who have attended and completed real estate courses for which approval has been issued to the presenting school by the Department, and only for the credit hours and specific category of credit approved. Improper certification is grounds for suspension or withdrawal (revocation) of school certification and instructor approval and may affect other licenses issued to me or issued to companies that I own, or over which I exercise control. [A.R.S. 32-2135 and 32-2153](#).
5. I am aware that the Commissioner may investigate the actions of the School and any school owner, administrator, director and instructor acting on behalf of the School, and may at any reasonable time examine the books and records of the School used in connection with offering courses for real estate credit. I will allow for and accommodate the Department’s representative, or employee, to audit or monitor any real estate course that has been approved or for which approval is pending.
6. The information and statements I have provided in this application and attachments are true and correct to the best of my knowledge and belief. I understand that any misrepresentation, or willful omission, in this application or in any attachments hereto may result in suspension or withdrawal (revocation) of my approval at any time.
7. I authorize the Department to contact all persons as it deems necessary to confirm any information contained in this application and do further authorize any person contacted to release such information.

Instructor/Applicant’s Name: _____

Instructor/Applicant’s Signature: _____

Date: _____

SPONSORING SCHOOL OWNER/ADMINISTRATOR ATTESTATION

1. As the School Owner/Administrator I have reviewed the instructor applicant’s credential, resume, experience and subject matter expertise qualifications, and to the best of my knowledge and belief, the instructor applicant is qualified to teach the specific categories and subject areas applied for.
2. I have reviewed the statutory and rule requirements for a Real Estate Instructor: [A.R.S. Title 32, Chapter 20](#), and [A.A.C. Title 4, Chapter 28](#).

Owner/Administrator Name (Print): _____

Owner/Administrator Signature: _____

Date: _____

School Approval Number: _____

Approval Exp. Date: _____

Notice to Applicant Pursuant to [A.R.S. § 41-1030](#)

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

Notice to Applicant Pursuant to [A.R.S. § 41-1030](#)

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.